

Clerical and Office Branch  
Purchasing and Stores Group  
Evidence and Supply Series

**POLICE EVIDENCE AND SUPPLY SUPERVISOR**

05/00 (CDH)

**Summary**

Under general supervision, supervise Police Department custody and control of evidence and inventory warehousing operations.

**Typical Duties**

Plan, organize, Implement, direct and audit activities such as receiving, storage, inventorying, retrieval, release and documentation of confiscated and unclaimed property. Involves: overseeing and reviewing collection, acceptance, identification, recording, packaging, securing and storage of a wide variety of crime related items including, but not limited to, firearms, other weapons, currency, jewelry, other valuables and biohazard materials in strict adherence to prescribed law enforcement chain of custody procedures; overseeing and reviewing preparation of seized or abandoned materials and property to be forwarded for court authorized return to owners, auction or destruction, and witnessing and certifying disposals conformed to requirements; conducting periodic and random inspections and inventories to ensure on-going physical integrity of storage areas, items related to pending cases are available and safeguarded, and that relevant documents are complete and accurate in accordance with all levels of legally mandated standards; disposal authorizations; participating in studying state penal code requirements and other regulations for compliance additions or revisions and professional publications for procedure improvements, and in recommendation, development and approved installation of new or changed security, safety, physical handling, record keeping procedures; overseeing or personally performing other property and custody functions as necessary, including investigation and response to inquiries, and testimony as to custody records and procedures.

Plan, organize, Implement, direct and audit activities such as stores keeping and inventory control activities for diverse specialized and common expendable and fixed asset equipment, parts, supplies and property. Involves: overseeing day to day adherence purchase requisition processing, material handling, supply dispensing, obsolete or worn work item disposal and inventory record keeping procedures, and layout and use of departmental storage facilities. participating in development of materials specifications as assigned, arranging and monitoring tailoring and cleaning of uniforms, accessories and body armor. acting as special weapons armorer, and overseeing receipt and delivery of ammunition; conducting periodic complete or random sampling examinations of authorization documentation or stock records and physical inventories personally or through subordinates, and investigating and reconciling discrepancies detected; performing other Stores Supervisor or Stores Clerk duties necessary to ensure fulfill delegated functional responsibilities are fulfilled.

Supervise assigned general services employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting training and development, and in legally required record keeping, and health & safety activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing and recommending applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting within authorized limits for supervisor, coworkers or subordinates as qualified by carrying out specific functions to maintain continuity of ordinary operations, if delegated; providing designated support to projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under close supervision; logging activities, and preparing recurring or special results or status reports..

**Minimum Qualifications**

Training and Experience: Associate Degree in Business Administration, Accounting, Criminal Justice or a related field, plus four (4) years increasingly responsible experience in requisitioning, receiving, storing, moving, issuing and shipping materials, supplies or equipment; including one (1) year of warehousing diverse goods in a complex operational environment or of property and evidence custodianship in a law enforcement environment, and one (1) year in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: evidence control laws and regulations; store keeping and inventory control practices to warehouse a wide variety of valuables, cash, weaponry, biohazard materials, parts, supplies, and equipment in a high security environment; computerized inventory records management

procedures. Good knowledge of: basic accounting concepts; equipment repair parts and maintenance procedures; supervisory techniques. Some knowledge of: uniform tailoring and upkeep; armory security and safety practices.

Ability to: plan, assign, supervise and coordinate functions and activities of custody of property and evidence, and storage of law enforcement weapons, uniforms, supplies and equipment used in law enforcement; maintain computerized records of materials and supplies received and disbursed; conduct physical inventories; accurately check and verify or reconcile numerical information and detailed property and evidence transaction records or documents with physical inventory; read and interpret purchasing and receiving documents and law enforcement regulations; enforce strict compliance with legal chain-of-custody and property disposal procedures; ascertain user needs and operating requirements for various Police functions; identify and locate normal and unique parts, equipment and supplies through vendors, manuals and supply catalogs, including parts for obsolete or specialized use equipment, and options for acquiring them; communicate clearly and concisely orally such as when testifying in court and in writing such as when preparing required reports; establish and maintain effective working relationships with fellow employees, law enforcement officers, the general public and, and directly with suppliers and manufacturers when parts, materials and equipment are required on short notice.

Skill in safe: operation and care of personal computer or network workstation, generic business productivity and inventory control and procurement software comparable to that installed; common office machines; material handling equipment, and motor vehicle; handling and care of firearms, other weapons and ammunition.

Physical Requirements: Occasional: stooping, kneeling, bending, reaching and standing; moving medium weight objects (up to 50 pounds) concentrated attention to precisely check evidentiary documents and records; driving through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent from another state.

Special Requirements: Pass rigid background investigation, with no felony convictions; subject to call back, working flexible hours, weekends, holidays, and extended hours.

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Director of Personnel

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Department Head

OFFICIAL